

YOUTH SERVICES POLICY

Title: Pay Administration and Management	Type: A. Administrative
Next Annual Review Date: 01/11/2016	Sub Type: 2. Personnel
	Number: A.2.2
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References: Civil Service Rules Chapter 1 - Definitions, Chapter 6 - Pay Rules, Chapter 21- Overtime and Overtime Compensation, and Chapter 23 - Appointments; the Fair Labor Standards Act (FLSA); Louisiana Constitution Article X, Part 1, Section 10(A)(1) ACA Standards 2-CO-1C-01, 2-CO-1C-13, 2-CO-1C-22 (Administration of Correctional Agencies), 4-JCF-6C-12 (Performance-Based Standards For Juvenile Correctional Facilities); YS Policies A.2.1 "Employee Manual", A.2.36 "Recoupment of Overpayments", and C.5.2 "Central Office and Regional Office Duty Officers and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 01/11/2013

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish and maintain uniform application of Youth Services (YS) Pay Plan options and features.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and all other personnel who are authorized to make recommendations for pay adjustments for employees under their jurisdiction.

IV. DEFINITIONS:

Base Pay - Actual pay excluding overtime, premium pay, shift, etc.

Base Supplemental Pay - Additional pay above the range maximum, when authorized by the Civil Service Commission and approved by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay.

Calendar Year - For purposes of this policy, a "calendar year" means 12 months starting the first day of an event. For example, if a restricted appointment starts May 1, then the "calendar year" begins May 1 and continues to April 30.

Custody Staff - All security personnel.

Fair Labor Standards Act (FLSA) Exempt Employees - An employee not covered by the minimum wage and overtime provisions of the FLSA. It is a term referring to those groups of employees that are "exempt" from the overtime provisions of the FLSA.

Fair Labor Standards Act (FLSA) Non Exempt Employees - An employee covered by the minimum wage and overtime provisions of the ACT.

Hiring Rate - A maximum optional entry rate up to which an agency may fluctuate special entrance rates for a specific job. These rates are established by Civil Service based on the competitive market salaries.

Military Pay - The rate of pay that provides for payment of differential pay to State employees called to active duty in the uniformed services.

Overtime (K-time) - Hours worked in excess of an employee's regular work schedule. (When an employee's regular work schedule is less than 40 hours per week, e.g. students and part-time employees, overtime does not occur until an excess of 40 hours per week occurs.)

Pay Schedule - The organization of pay grades and ranges established for jobs in the classified service. There are currently six pay schedules: Administrative (AS), Medical (MS), Protective Services (PS), Technical/Scientific (TS), Social Services (SS), and Technical and Skilled Trades (WS).

Premium Pay - A rate of pay or a schedule of rates used for jobs which have unusual employment conditions to remain competitive. In order to remain competitive with the pay practices of market competitors, the Civil Service Commission may authorize special pay for positions in a job where employment conditions are unusual. Additional pay may be authorized for an employee who performs extraordinary duty that is not an integral part of his regularly assigned duties. Such additional pay shall not be considered as part of the employee's base pay.

Re-employment Pay - The noncompetitive appointment of a person based on permanent status attained in former employment in the classified service.

Shift Differential - An optional pay mechanism which may be utilized at the discretion of the Appointing Authority to compensate employees who work certain designated shifts. "Shift Differential" means extra pay allowances made to employees who work nonstandard hours.

Special Entrance Rate - A set entry rate of pay requested by YS and approved by Civil Service, which is higher than the minimum for a pay range and which has been established to competitively recruit applicants in a specified job. When used in conjunction with a maximum hiring rate, the special entrance rate can fluctuate - up to the maximum hiring rate - based on YS needs. When economic or employment conditions cause substantial recruitment or retention difficulties, the Appointing Authority may authorize the appointment of qualified applicants at a special entrance rate, or may authorize the use of a special retention rate within the range, or within the range plus base supplement authorized for the position, for the job in a limited geographical area or for positions in a job where employment conditions are unusual.

Straight-Time Overtime - Overtime earned by FLSA "Exempt" employees; overtime earned by non-exempt employees who have not physically worked their regular work schedule (see applicable Civil Service rules for holiday compensation).

Time and One-Half Overtime - Overtime earned by employees who are FLSA non-exempt when they have physically worked hours in excess of their regular work schedules. Under some conditions, the Civil Service Commission may allow exempt employees to earn time and one-half.

Unit Head - Deputy Secretary, Facility Directors, and Regional Managers.

YS Central Office (CO) - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that YS Pay Plan pay adjustments, overtime compensation, and special pay rates shall be equitably applied.

VI. DUTIES AND RESPONSIBILITIES:

It shall be the responsibility of each Unit Head to:

- A. Review the budgetary impact, as well as operational needs of the unit when considering pay options;

- B. Appraise consistency and equity of application of this policy; and
- C. Ensure that all necessary procedures are in place for proper management and administration of the pay program.

VII. PROCEDURES:

Civil Service pay rules allow for YS discretion and flexibility in many areas of pay administration. To guide YS application of these rules, specific procedures for use of special pay rates, implementation of the pay adjustments, and overtime payments are outlined as follows:

- A. Unless otherwise stated, Unit Heads shall address all requests for exemptions directly to the Undersecretary, who shall consult with the Deputy Secretary as necessary. All correspondence addressed to the Civil Service Director or the Civil Service Commission requesting exemptions or use (or revision) of pay options shall be processed through the Deputy Secretary and shall bear the Deputy Secretary's signature.

- B. Detail to Special Duty Pay [Civil Service Rules 23.12(b) and 6.11]

Pay adjustments shall be implemented the same as for a promotion. Unit Heads may detail employees for up to one (1) year with written justification which shall be forwarded to the Deputy Undersecretary. If a job detail lasts more than one (1) year, justification shall be sent to the Deputy Undersecretary two (2) months before the detail ends. The Undersecretary shall determine if the request may be forwarded to the Department of Civil Service for the Director's approval.

- C. Demotion-Involuntary For Disciplinary Reasons [Civil Service Rules 12.2(b) and 6.10]

The pay reduction for a demotion in rank shall be reduced by a minimum of seven percent (7%) provided the range is no less than the minimum of the pay range/special entrance rate.

- D. Demotion – Voluntary (Civil Service Rules 23.14 and 6.10)

- 1. Unit Heads authorized by the Deputy Secretary to approve voluntary demotions when such actions are in the best interest of the unit.

2. The Unit Head may grant a voluntary demotion without loss of pay providing the employee shall not be paid above the maximum of the lower pay range. However, the Unit Head shall certify that this action was not done in an arbitrary or fraudulent manner designed to increase the employee's rate of pay with a promotion shortly thereafter.

E. Extraordinary Qualifications/Credentials [Civil Service Rule 6.5(g)]

The pay of an applicant who possesses extraordinary, job-related qualifications/credentials above and beyond the minimum qualifications of the job for which he/she has applied, may be set at a rate that does not exceed the third quartile of the range upon the approval of the Undersecretary, who shall consult with the Deputy Secretary as necessary.

1. Unit Heads shall request approval of the Deputy Secretary, Assistant Secretary, Undersecretary or designee for this pay rate **prior** to a conditional offer of employment in accordance with the guidelines described in this section.
2. Requests shall be routed directly to the Deputy Undersecretary's Office for technical and procedural review. If all documents are in order, the request shall be forwarded to the Undersecretary for approval.
3. A request for approval of this pay consideration shall include:
 - a) A description from the Unit Head of the extraordinary qualifications or credentials and their significance (i.e. what are the minimum qualifications and what does the applicant possess above and beyond the minimum);
 - b) Certification by Public Safety Services (PSS) Human Resources (HR) that the extraordinary qualifications or credentials have been verified and documented as job related;
 - c) Certification by PSS HR that the proposed rate does not exceed the midpoint of the range for the affected job and describes how the rate was calculated;
 - d) A description of the circumstances from the Unit Head applicable to the Unit which necessitates the hiring of the individual at an advanced rate of pay (i.e. recruitment difficulties, inadequate pool of applicants, unique job type, etc.);

- e) A list of the names and salaries from the Unit Head of all probational and permanent employees in the Unit who occupy positions in the affected job, and who possess the same or equivalent qualification and/or credentials, and whose qualifications and/or credentials have also been verified and documented as job-related.
 - f) A cost projection from the Deputy Undersecretary (above and beyond that amount budgeted for salaries of these positions) for implementation and to certify that sufficient funds are available.
- 4. For those requests submitted and approved by the Undersecretary, salaries of all current probational and permanent employees in the affected Unit who occupy positions in the affected job, and possess the same or equivalent qualifications/credentials, shall be adjusted by the same percentage as the applicant, effective the date the applicant is hired, provided their qualifications/credentials are also verified and documented as job-related.
 - 5. If the circumstances of the hire rate are not unique to the Unit, the Undersecretary may expand the pay adjustment (described above) beyond the boundaries of the Unit to include all applicable probational and permanent employees of YS.
 - 6. Documentation of the verification of qualifications/credentials shall be maintained at PSS HR, along with correspondence related to the Unit Head's request. Copies of all related documents and correspondence shall be attached to the letter of request.
 - 7. PSS HR shall maintain a record of approved requests and shall assist the Units to ensure that the hire rates of subsequent new hires that possess similar extraordinary qualifications and/or credentials shall be consistent.
- F. Extraordinary Duty/ Individual Pay Adjustment [Civil Service Rule 6.16(c)]
- Requests for Special Pay Provisions may be submitted by the Unit Head to the Undersecretary, and shall include the employee's name, job title, current salary, proposed payment amount and justification for the request. Civil Service Commission approval is required for this type of request.
- G. Attainment of an Advance Degree [(Civil Service Rule 6.16(h))]
- Request for special pay for the attainment of an advanced degree shall be approved by the Undersecretary.

1. Permanent classified employees who attain a Master's Degree or Ph.D from an accredited college or university shall receive a ten percent (10%) base pay increase.
2. Probational classified employees who attain a Master's Degree or Ph.D from an accredited college or university shall receive a ten percent (10%) base pay increase once they have attained permanent status.
3. Current classified employees who have attained a Master's Degree or Ph.D. from an accredited college or university before September 13, 2006 shall be considered for payment if they were not previously rewarded for attainment of the degree under Chapter 6 of the Civil Service Rules.
4. The degree must be in the field of study related to the job and/or the position to further the mission of the agency.
5. No payment shall exceed the maximum of the employee's pay range.
6. Any classified employee who had been previously compensated under Chapter 6 of the Civil Service Rules for their advanced degree shall not receive any additional monies under this policy.
7. Payments under this policy do not apply to classified employees whose position's minimum qualifications require a Master's Degree or Ph.D.
8. The effective date of the pay increase shall be no earlier than the date the employee presented an official transcript to the PSS HR.
9. The Unit Head shall ensure that a listing of employees who receive a pay adjustment under this rule is posted on all bulletin boards accessible to unit employees. The listing shall include the employee's name, job title and amount of pay increase.
10. An annual (fiscal year) agency report shall be compiled by PSS HR for submission to the Undersecretary no later than July 10th, documenting the following: employee's names; ISIS personnel numbers; job titles; position numbers; base pay; amount of pay adjustment; and type of degree earned.

H. Pay for Employees at the Pay Range Maximum [Civil Service Rule 6.16(g)]

1. Employees with 12 years or more of continuous state service and who have been at the maximum of one pay range for three (3) years or more with satisfactory performance ratings shall be eligible for a lump sum payment of up to four percent (4%) of their base salary. Payments may be made prospectively up to three (3) years following the initial eligibility and may be any amount up to four percent (4%) of the employee's base salary.
 2. On July 1st of each year, PSS HR shall prepare a fiscal year summary for the Undersecretary listing all eligible employees for the upcoming year. The Undersecretary shall forward the listing to the Unit Heads for review. The Unit Heads shall forward a recommended list of employees to the Undersecretary for payment.
 3. Eligibility exceptions are:
 - a) No employee may receive such payment more frequently than once every three (3) years; and
 - b) Employees whose pay is red-circled are not eligible.
- I. Optional Pay Adjustments [Civil Service Rule No. 6.16.2]
- Provided that funding is available, consideration may be given to grant either base pay or lump sum adjustments to permanent employees in the following circumstances:
1. To provide for the retention of permanent employees deemed essential to YS.
 - a) Employees judged to be essential to YS may receive a base pay increase of up to ten percent (10%) in order to match a written and verified salary offer from a private employer, an unclassified position in State service, or a position at a non-state governmental entity. Documentation of a written and verified salary offer shall be attached to the request before approval is granted. Job offers must be submitted to PSS HR within three (3) days of the offer.
 - b) Employees who are at the range maximum may receive a one-time lump sum payment only.
 2. Adjust pay differentials between comparable employees.

A base pay increase of up to ten percent (10%) per fiscal year may be granted to a permanent employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases shall be limited to compression caused by those instances where the implementation of either Civil Service Rule No. 6.5(b), or 6.5(g), the implementation of a structure adjustment, or similar circumstance caused the pay discrepancy. Employees at the range maximum shall not be eligible for an increase.

3. Recruitment of employees into positions for which recruiting is difficult.

A base pay increase of up to ten percent (10%) per fiscal year may be granted to a classified State employee in addition to any other compensation granted in order to attract said employee into a position for which recruiting is difficult. Employees at the range maximum may receive a one-time lump sum only.

4. To provide compensation for employees who perform additional duties.

- a) A base pay increase of up to the maximum of Civil Service limits may be granted by the Deputy Secretary to a permanent employee who is assigned additional duties on a permanent basis. Permanent duties shall be documented on an official job description (SF-3).
- b) Employees at the range maximum who are assigned additional permanent or temporary duties may receive a one-time lump sum payment of up to the maximum of Civil Service limits of their base pay. Civil Service Commission approval is required for requests for payments over the pre-approved maximum of Civil Service limits for employees who are assigned duties on a permanent basis.
- c) Payment of a lump sum for temporary duties may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment for a period not to exceed one year. If the duration of the assignment exceeds one (1) year, a request for payment shall be resubmitted to the Deputy Secretary for approval. The Deputy Secretary may request approval from Civil Service Commission for payments over seven percent (7%) for employees who are assigned additional duties on a permanent or temporary basis.

- d) No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule.
 - e) In order to be eligible for payment, the additional duties assigned shall require that the employee possess new skills or competencies.
 - f) An "Optional Pay Adjustment Questionnaire for Additional Duties" [see Attachment A.2.2 (a)] form shall be completed for all requests for payment for permanent or temporary additional duties made under delegated authority.
5. All requests for individual pay adjustments under this rule require the prior approval of the Undersecretary, who shall consult with the Deputy Secretary as necessary. Unit Heads shall submit a written request to PSS HR for review and forwarding to the Undersecretary.

Requests for adjustments that require Civil Service Commission approval shall be submitted on the "Optional Pay Adjustment Request Form" [see Attachment A.2.2 (a.1)]. The request shall include:

- a) Employee name;
 - b) Employee social security number;
 - c) Job title;
 - d) Position number;
 - e) Current base salary;
 - f) Type and amount of pay adjustment requested; and
 - g) Justification
6. After approval by the Undersecretary, the PSS HR shall process the paperwork.
7. No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year.
8. Unit Heads shall ensure that a listing of employees who receive a pay adjustment under this rule is posted on all bulletin boards accessible to unit employees. The listing shall include the employee's name, job title and the amount of the pay increase.
9. Reporting:

PSS HR shall submit an annual (fiscal year) agency report to the Undersecretary no later than July 10th documenting all lump sum and permanent adjustments made. The report shall contain the information outlined in Section VII. 1.5. for each payment.

- a. PSS HR shall compile the Unit reports into the YS formal Optional Pay Adjustment Report to be submitted to the Department of State Civil Service (DSCS) no later than July 31st each year. ALL Optional Pay Adjustments for permanent additional duties must be accompanied by an SF-3 detailing those duties and must be submitted via PSS HR to the DSCS within 30 days. PSS HR shall also provide a copy of the report to the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, and the Deputy Assistant Secretary.
- b. PSS HR shall maintain a central file containing formal Optional Pay Adjustment Reports for five (5) years for auditing purposes.

J. Hiring Rates [Civil Service Rule 6.5]

1. Based on local recruitment conditions, flexible Special Entrance Rates (see VII.U. below), not to exceed the established Hiring Rates, may be used for those jobs specified by Civil Service and in accordance with applicable Civil Service pay rules. (Hiring Rates are established by Civil Service for regional areas of the State.)
2. Requests to increase the established hiring rate shall be directed to the Undersecretary through PSS HR. Requests to increase the established hiring rate shall require Civil Service approval and Civil Service shall establish any new hiring rates.

K. On-Call [Civil Service Rule 6.2 (b)]

On-call status includes, but is not limited to: shift-call custody staff; on-beeper employees; authorized on-call employees; and Duty Officers.

1. Shift-call custody staff shall be required to be available up to one (1) hour prior to shift change for possible call-in to report for duty in the event of staff shortages, specific program needs, etc. Shift-call custody staff are assigned and scheduled in advance and shall be credited with compensatory leave prorated on the basis of one (1) hour of compensatory time for each four (4) hours of shift-call duty. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.

2. On-beeper employees carry beepers and shall be required to be available to receive calls for assistance and/or calls reporting information after normal working hours. Employees who are "on-beeper employees" may be credited with compensatory time in increments of 30 minutes for actual time worked and/or for responding to a call beyond regularly scheduled work hours or on weekends and holidays. If actual time worked exceeds 30 minutes, FLSA overtime compensation requirements shall apply for non-exempt employees. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.
3. Authorized on-call employees shall be required to be available to report to duty within a specified period of time in an unplanned situation. This applies in any situation where an employee is directed by the employee's supervisor or Unit Head to be ready to report to duty. Employees who are in "authorized on-call" status may be credited with compensatory leave prorated on the basis of one (1) hour of compensatory time for each four (4) hours of authorized on-call duty. A ledger shall be maintained by the employee to document the time claimed. Supervisory review and approval of the time claimed shall be required.
4. On-Call Duty Officers include facility, regional and central office. Employees shall be compensated as described below. When the designated on-call Duty Officer is unable to remain within beeper range at any time during the tour of duty due to planned or unplanned events, the on-call Duty Officer shall be responsible for advising their supervisor and arranging acceptable alternative coverage.
5. Facility, Field Office and Central Office Duty Officers earn leave as follows:
 - a. Weekends and holidays: compensatory leave prorated on the basis of one (1) hour of compensatory time for each four (4) hours of Duty Officer status.
 - b. Weekdays after normal working hours: compensatory leave in increments of 30 minutes for actual time worked.
 - c. If actual time worked exceeds 30 minutes, FLSA overtime compensation requirements shall apply for non-exempt employees.

6. When a Unit is declared officially "closed" (essential personnel only) because of an emergency or natural disaster, employees who are required to be on-call may be paid at the existing rate designated as the "holiday/weekend" rate.
7. Units shall have written procedures which record On-Call assignments. The records shall include the employee's name, date of assignment, job title and position number, shift assignment, method of payment, and purpose of on-call status.
8. On-call assignment records shall be maintained by the unit's HR Liaison and shall be available for review upon request.
9. Any other incidents of on-call duty not specifically described herein may be compensated by the Undersecretary in accordance with applicable Civil Service Rules and the FLSA.
10. The following authorized YS on-call staff shall also be required to be available to report to duty within a specified period of time in an unplanned situation:
 - a) Chief of Operations;
 - b) Deputy Undersecretary;
 - c) CO Program Manager 4;
 - d) Regional Directors;
 - e) Youth Facility Directors;
 - f) Youth Facility Deputy Directors;
 - g) Youth Facility Assistant Directors; and
 - h) CBS Regional Managers.

This applies in any situation where the aforementioned incumbent is directed by the incumbent's supervisor to be ready to report for duty. Compensation at the rate of \$1.00 shall be provided for each hour of on-call status. Request for on-call pay hours must be approved by the Appointing Authority prior to payment.

L. Overtime (Civil Service Rules - Chapter 21)

Requests to work overtime must be approved in advance by an employee's immediate supervisor. Overtime compensation shall be granted in the form of cash payment or compensatory leave earned. Cash shall be paid when required by Chapter 21 of the Civil Service Rules or the FLSA.

1. For overtime other than holiday overtime, Personnel Form 16 shall be used by each employee to document any overtime hours. This form shall be attached to the Time and Attendance Sheet and shall be required prior to the approval of any overtime compensation.
2. An employee may be eligible to earn compensatory leave for time worked in excess of the employee's regular work schedule. Accrual and accumulation restrictions by pay level and job class are as set forth in Section VII.L.3. below.
3. Compensatory Leave Accrual and Accumulation - Compensatory Leave (state overtime/K-time) Hour for Hour Accrual:
 - a) All employees may accrue up to 360 hours of straight-time compensatory leave per calendar year in accordance with Civil Service rules.
 - b) Non-exempt employees who accrue in excess of 360 hours of straight time compensatory leave during a fiscal year shall receive cash payment within 60 days after July 1st of each fiscal year.
 - c) All employees may accumulate and carry forward (to the next fiscal year) a maximum of 45 working days of straight-time/K-time within 60 days of July 1 of each fiscal year.
 - d) All custody staff working 12-hour days may carry forward a maximum of 540 hours to the fiscal year (45 12-hour working days).
 - e) Exempt custody staff accumulating in excess of the 540 hours may be paid or reduced to a maximum of 45 working days of straight-time/K-time within 60 days after July 1 of each year.
 - f) Support, administrative, medical and other personnel working 8, 10 or 12 hour days may carry forward into the next fiscal year an amount of hours equal to the number of hours in the normal work day times 45 days.
4. Compensatory Leave: Upon separation or transfer, all unused compensatory leave earned hour for hour for non-exempt personnel shall be paid at the base pay received by the employee, excluding premium pay and shift differential.

M. Premium Pay [Civil Service Rule 6.16(a)]

Premium pay and/or premium pay rates shall be used to facilitate the retention and recruitment of personnel. Premium pay rates shall include compensatory factors for those areas deemed most critical to each unit.

1. Requests for new premium pay applications or changes to existing premium pay rates may be requested by the Unit Head. Such requests shall be forwarded to the Undersecretary through PSS HR and shall contain the information required by Civil Service. Civil Service approval shall be required prior to implementation of any new premium pay rates.
2. Premium pay rates shall be implemented uniformly within each unit and on a non-discriminatory basis.
3. Documentation of such use of premium pay rates shall be provided to PSS HR in accordance with Civil Service requirements.
4. Secure Response Team:

Premium pay up to \$100.53 per month is authorized for the Secure Response Team of each facility as follows:

JCY	6 team members
SCY	6 team members
BCCY	6 team members

Unit Heads, Directors, Deputy Directors, Assistant Directors, Regional Managers, and Regional Director's shall not be eligible for premium pay under the Secure Response Team designation.

Specific positions and corresponding position numbers shall be designated and assigned for the purpose of identifying Secure Response Team membership and premium pay eligibility. Such assignment shall be achieved through collaboration between the Unit and PSS HR. The unit's HR Liaison shall coordinate usage of these position numbers with PSS HR as appropriate.

5. Probation and Parole Officers/Juvenile 1, 2, 3 and Supervisors shall be eligible under the Secure Response Team designation of premium pay.
6. Firearms Instructors (POST Certified) and Defensive Tactics Instructors:

Premium Pay up to \$100.53 per month shall be authorized for the Firearms Instructors (POST Certified) and Qualified Defensive Tactics Instructors for each unit as follows:

- a) Firearms Instructors shall successfully complete POST Firearms Instructor School and shall be a POST Certified Firearms Instructor.
- b) Defensive Tactics Instructors shall be either POST certified or successfully complete the POST curriculum requirements for defensive tactics instructor - Pressure Point Control Tactics.
- c) These specialized skills shall be associated with the employee and not the position.

7. National Rifle Association (NRA) Instructors

Premium Pay up to \$50 per month shall be authorized for the NRA instructors for Probation and Parole.

- a) Unit Heads, Directors, Deputy Directors, Assistant Directors, and Regional Directors shall not be eligible for the NRA Instructor designation of premium pay.
- b) The maximum premium pay allowance shall be \$100 per month for an employee who serves as both a POST Certified Firearms Instructor and NRA Instructor.

N. Safe Crisis Management (SCM) Instructors

Premium Pay up to \$100.53 per month shall be authorized for the SCM Instructors for each secure care facility as follows:

- 1. SCM Instructors shall successfully complete the:
 - a) Safe Crisis Management Instructor Certification Program; and
 - b) Annual Management Instructor Recertification Program;
- 2. SCM Instructors shall train all required pre-service and in-service SCM classes throughout the year.

O. The premium pay shall be removed when a person is no longer utilized as a Fire Arms (POST Certified), Defensive Tactics, NRA, or SCM instructor.

P. Promotion (Civil Service Rule 6.7)

Promotional pay increases may be granted for the maximum amount permitted. When an employee has been detailed with pay to a higher job and is promoted to that same job or a job at the same level or a higher pay level directly from the detail, his eligibility on promotion shall not be less than he received on detail.

Q. Reduction in Pay for Cause (Civil Service Rule 12.3)

Reductions in pay which result from disciplinary actions shall be implemented in the lowest percentage increment which shall not cause the employee's pay to fall below the minimum of the pay range. The maximum percentage increment shall be seven percent (7%); the maximum number of bi-weekly pay periods on reduction is 78.

R. Re-employment [Civil Service Rule 6.5. (c)]

The compensation of an employee who is non-competitively re-employed in accordance with Civil Service Rules shall be set at a point between the minimum of the applicable pay range up to the maximum of the former rate earned at the discretion of the Undersecretary.

S. Restricted Appointment (Civil Service Rule 23.6)

Compensation for employees hired on restricted appointments shall be set between the minimum and mid-point rate of the applicable pay range. Written justification for each restricted appointment shall be submitted by the Unit Head to PSS HR. A person may serve on a restricted appointment for a maximum of six (6) months in a calendar year with no exceptions (see definition of calendar year in Section IV Definitions). The Unit Head may terminate a restricted appointment at his discretion.

1. Exceptions to the above regarding pay above the mid-point rate may be requested through the Undersecretary, by the Unit Head, prior to a conditional offer of employment. Requests shall include documentation and justification for the higher rate of pay.
2. PSS HR shall be charged with the responsibility for monitoring the use of restricted appointments, and reporting such usage to the Undersecretary as appropriate.

T. Shift Differential [Civil Service Rule 6.28 (c)]

Payment of shift differential for certain job classes may be requested by the Unit Head and shall be approved by the Deputy Secretary for recruitment and retention purposes.

1. Shift differential schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.
2. Shift differential may, at the discretion of the Unit Head, be paid at the existing "holiday/weekend" rate to employees who are required to work when a unit is declared officially "closed" (essential personnel only) because of an emergency or natural disaster.
3. Requests for new shift differential applications or changes to existing rates may be sought by the Unit Head. Such requests shall be submitted to PSS HR for review and forwarding to the Undersecretary. All requirements shall be approved by the Undersecretary prior to submission to Civil Service for final approval.

U. Special Entrance Rates [Civil Service Rule 6.5 (b)]

Special entrance rates may be requested as deemed necessary by the Unit Head. Such requests shall be submitted in accordance with Civil Service requirements and shall be forwarded to the Undersecretary through PSS HR for review and approval prior to implementation.

1. Units are encouraged to contact PSS HR to assess and address problems that may result from implementation of the higher pay rates.
2. In accordance with Civil Service Rules, PSS HR shall adjust the salaries of current employees working in the positions (to which the special entrance rate applies) up to, but not to exceed, the amount of the percent difference between the new special entrance rate and the previous rate. The new rate cannot exceed the maximum of the pay range.
3. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.

V. Military Leave [Civil Service Rule 11.26 (g)]

1. When Military Leave with Pay has been exhausted and an employee is on leave without pay, the employee whose military base pay is less than the State base pay of his regular position shall be paid the difference between the two.

2. Such payment shall be made on the same frequency and manner as the employee's regular State pay, unless other voluntary arrangements are made.
3. Employees receiving the pay differential shall provide PSS HR with documentation of the rate of military pay to ensure the differential payment amount is calculated correctly.

W. Reallocation (Civil Service Rule 6.8)

Changes in the allocation of a position from one job to another of position shall be accordance with Civil Service Rules, and the employee's pay shall be set in accordance with Civil Service.

X. Job Correction (Civil Service Rule 6.8.1)

Changes in a job to a different grade or changes in the allocation of position from one job to another by job correction shall be in accordance with Civil Service Rules. Unless the employee's pay is below the minimum of the higher range, the employee's pay shall not change.

Y. Pay Upon Entering a Probational Appointment without a Break in Service [Civil Service Rule 6.5 (a)]

Pay shall not be reduced when an employee has served longer than six (6) months and is earning more than the minimum for the job he occupies, and is subsequently appointed to a probational position in the same job class or different job class with the same maximum rate of pay within YS without a break in service.

VIII. REPORTING DISCREPANCIES:

Employees shall be responsible for reviewing their pay checks/pay stubs and reporting over-payments and under-payments to PSS HR as soon as possible. PSS HR shall process any recoupment in accordance with the Statewide Uniform Payroll Policy.

Previous Regulation/Policy Number: A.2.2

Previous Effective Date: 06/20/2012



Attachments/References: A.2.2 (a) Optional Pay Adjustment Questionnaire.docx



A 2 2 (a1) Optional Pay Adjustment Request Form.docx Overtime Request Form.docx